

**STATEMENT OF WORK
FOR EDITORIAL/DISSEMINATION
ANALYTICAL SUPPORT**

1.0. DESCRIPTION OF SERVICES

1.1. Purpose: The purpose of this Statement Of Work (SOW) is to identify, in conjunction with the basic Assistance and Advisory Services (A&AS) contract, on-site intelligence support for the U.S. European Command (USEUCOM) Joint Analysis Center (JAC). The contractor shall support production of daily and recurring intelligence products. This support will provide the JAC with the ability to ensure consistency and quality in the day-to-day management of the production process. The resultant task order will provide the JAC with the technical support necessary to effectively manage daily intelligence production.

1.2. Scope: In accordance with basic SOO. The scope of this task order is for the Contractor to provide the necessary expertise and resources to support the JAC in editing and dissemination of daily intelligence products. The contractor shall be familiar with the JAC intelligence production and dissemination processes. The Contractor shall have access to basic intelligence publications and EUCOM Theater directives as well as the JAC Style Guide, Security Classification Guides, JAC Dissemination Standard Operating Procedure, Intel Service Management Center Directives.

1.3. Skill Capabilities: In accordance with basic SOO.

1.3.1. Intelligence Systems and Technical Support

1.3.1.1. General Engineering Support: Not Applicable.

1.3.1.2. Software and Hardware Systems Engineering: Not Applicable.

1.3.1.3. Configuration Management (CM): Not Applicable.

1.3.1.4. Technical Evaluation, Analysis, and Investigation: Not Applicable.

1.3.1.5. Intelligence Analytical Support: The JAC produces intelligence articles in several formats every day. The process begins with individual sections of the JAC drafting and submitting topics through their chain of command for publication. The JAC leadership decides which topics will best inform and support both theater and deployed intelligence customers. Line analysts turn the topics into draft articles that are reviewed by their respective branches. The contractor's effort shall include, but is not limited to:

- Assisting the QAP in preparation of JAC intelligence articles through editorial review and proof reading of draft hard and soft copy intelligence analysis articles produced by JAC intelligence analysts.
- Reviewing draft intelligence articles for grammar, punctuation, sentence structure, spelling, voice organization, format and adherence to JAC style guide and coordinating and querying the appropriate analyst or branch chief to address any questions regarding the content of the article that emerges during the editorial review process.
- Reviewing intelligence articles for security classification markings. In case of questionable markings, the contractor shall coordinate with the appropriate analyst and/or branch chief to resolve any questions and ensure the article follows security regulations.
- Compiling, reviewing and releasing message traffic format versions of intelligence products ready for publication.
- Assisting in disseminating finished intelligence by electronically placing intelligence products approved for publication on the appropriate Intelink file server, based on each article's classification.
- Constructing tone boxes and inserting provided graphics in standard format, and building hyperlinks to other JAC products as specified by the authors of the articles or the QAP.
- Performing metadata markup and tagging using current Intelink metadata standards, JAC metadata standards and other markup languages as directed by the QAP.
- Performing final dissemination review of products following publication to assure that they appear in uncorrupted form on the JAC Intelink sites.

- Creating multi media products using graphic and presentation tools as outlined in paragraph 1.3.2.5.
- Composing, shooting, editing and modifying photographs and video presentations per paragraph 1.3.2.5.

1.3.1.5.1. The Contractor shall develop, maintain and provide a monthly report to the QAP detailing the level of effort expended for the month, results achieved through application of level of effort, work assignments, planned labor hours and a funding expenditure chart to facilitate QAP and Contractor site lead monitoring activities etc. Hours and associated funding not expended will be de obligated by modification from the task order for reallocation. The format and outline of the monthly report shall be agreed between the QAP and the contractor, updated and modified as required. The monthly report shall be submitted to the QAP within ten (10) workdays following the previous work month.

1.3.2. Management Assistance

1.3.2.1. Site Surveys: In accordance with basic SOO.

1.3.2.2. Training: In accordance with basic SOO.

1.3.2.2.1. Government Requested Training: It is envisioned that either commercial or internally funded Government training could be provided under this task order. The Contractor shall reimburse the Government one hundred percent of the training expenses for tuition and travel in the form of credit against the task order for each employee who takes the course/s and does not remain employed under the task for a minimum period of one (1) year following said training unless replaced with an individual who has received equivalent training (this does not apply to employee mobilized for reserved duty). Training shall only be provided to personnel assigned directly to support the task.

1.3.2.3. Technical Reviews and Meetings: The contractor shall attend internal division meetings as identified by the QAP. The contractor shall represent DOX in meetings (either in person or by video tele-conference) with external agencies and organizations.

1.3.2.4. Project Monitoring and Reporting: In accordance with basic SOO.

1.3.2.5. Presentations and Briefings: In accordance with the basic SOO. A high degree of proficiency with Adobe Photo Shop, Adobe Illustrator, Macromedia Freehand, Corel Draw, Microsoft Power Point. Experience and working knowledge in operating graphics related hardware (e.g. color printers, scanners, digital cameras, etc). Freehand drawing skills are desired, but not mandatory.

1.3.2.6. Materials/Supplies: Reserved.

1.3.2.7. Travel: In accordance with basic SOO. The contractor shall be travel to EUCom and CONUS destinations as defined by the QAP. The QAP will, if possible, provide the Contractor three (3) calendar days notice of a TDY. This notice will be by E-mail and contain the objectives of the TDY. On occasion the contractor shall liaison with national intelligence agency staff, EUCom staff and components, and component commanders and staff.

1.3.2.7.1. Trip Reports: The contractor shall provide trip reports for travel if tasked to do so by the QAP. Format will be agreed between the contractor and QAP.

1.3.2.8. Project Management: Management of this Task Order shall be performed as a separate function and will not be performed as a "dual-hat" responsibility. Personnel assigned to this Task Order will not have both analytic and task order management responsibilities.

1.4. Personnel Labor Categories

1.4.1., 1.4.2., 1.4.3., & 1.4.7.: In accordance with basic SOO.

1.4.4. – 1.4.6. Not Applicable.

1.4.8. Analytical Support Positions, Zone II – UK and The Balkans: In accordance with basic SOO.

1.4.8.1. Functional Analyst: In accordance with basic SOO. The Contractor shall have a working knowledge of Microsoft Suite of Applications (Power point, Word, etc) and understand and edit HTML documents. The contractor shall be able to use digital and electronic dissemination tools as specified by the QAP. The contractor shall be generally familiar with the subject matter contained in intelligence products edited. The contractor shall have experience using Documentum, Autonomy, or other similar content management systems. The contractor shall have a solid understanding of knowledge management in a dynamic intelligence environment with shifting priorities based on mission requirements.

2.0. SERVICE DELIVERY SUMMARY

| Performance Objective | SOW Paragraph | Performance Threshold |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The contractor shall (1) maximize its efforts to support timely sustained technical excellence in editor/dissemination effort, flexibility in work effort and effective, innovative management and quality control processes to ensure top notch performers remain on task during the period of performance for which payment is invoiced and (2) furnish records of the actual LH to support payment. | Total requirement/effort | Contractor reports clearly demonstrate that the LH expended during the applicable period has been 100% maximized and is acceptable and supportable meeting the SOW performance objectives, including performance metrics/incentives included in the basic contract QCP and in TO QCP addendum, if applicable. |

3.0. GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1. Government Furnished Property (GFP): In accordance with basic SOO. The QAP will be responsible for coordinating and providing Government furnished facilities and property.

3.1.1. The Government will provide open plan office space within the JAC facilities for contractor personnel.

3.1.2. The Government will provide the contractor with desks, chairs, and assigned computers and monitors. The Government will provide access to shared computer systems, peripheral devices, local area networks and software applications.

3.1.3. The Government will provide the contractor shared access to SIPRNET and NIPRNET computers.

3.1.4. The Government will provide access to military and commercial telephone lines, FAX, copier and associated supplies.

3.2. Government Furnished Services: In accordance with basic SOO.

4.0. GENERAL INFORMATION

4.1. TO Procedures: In accordance with basic SOO.

4.1.1. Technical Evaluation: In accordance with basic SOO.

4.1.2. TO: FFP Labor Hour (LH) TO.

4.1.3 Performance Period: See task order and corresponding modifications thereto.

4.1.4. Hours of Performance: In accordance with basic SOO. Based on the production schedule, it is envisioned the normal work week shall be Sunday – Thursday. It is envisioned that the contractor shall work shift work as determined by the QAP. The QAP will coordinate the daily work hours with the Contractor.

4.1.4.1. When unburned labor hours in CLIN x002 (other than Extended Work Week hours) are identified by the Contractor due to sick leave, staffing delays etc, the QAP can task the Contractor to work more than the normal forty hour work week to burn these hours should the mission dictate. The QAP will coordinate the work hours/times with the Contractor. Weekend work could be required. (Other options can be discussed with the Contracting Officer and Contractor if required). The Contractor shall track these hours accordingly to ensure CLIN x002 labor hours are not exceeded and burned within the period of performance per paragraph 4.1.3. The Contractor shall document these hours in the monthly report required by 1.3.1.5.1.

4.1.5. Place of Performance: JAC, RAF Molesworth, UK.

4.1.6. Logistical Support: In accordance with basic SOO.

4.2. Quality Control Plan: In accordance with basic SOO.

4.3. Performance Management: In accordance with basic SOO.

4.4. Contractor records: The contractor shall maintain all records of the actual LH provided and make such records available for inspection by the contracting officer and/or QAP.

4.5. Payment: Entitlement to full payment is based on the determination by the government that the required LH and reports have been provided and are acceptable.

5.0. ASSOCIATE CONTRACTOR RELATIONSHIP: In accordance with basic SOO.

6.0. SECURITY REQUIREMENTS

6.1. Facility and Personnel Security Clearances: All assigned Contractor personnel shall be in possession of a TS/SCI security clearance to perform work under this task.

6.2. Contractor Visitor Group Security Agreement: In accordance with basic SOO.

7.0. PARTNERING AGREEMENT: Not Applicable.

8.0. MISSION ESSENTIAL PERSONNEL: Reserved.

9.0. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER. In accordance with basic SOO.